



Please direct any inquiries concerning volunteer positions to the
Department of Human Resources.

Telephone: 540-853-2231 ★ E-mail at MVP@roanokeva.gov.

Visit our web site at www.roanokeva.gov/MVP for a Volunteer Application.

UPDATED 1/11/08

(Please scroll down to view the volunteer opportunities.)

City of Roanoke Volunteer Opportunities

For more information, contact the Volunteer Coordinator at 853-2231

Department	Position Title	Location	Duties	Skills Needed	Hours/Days	Assignment Type
Fire-EMS	Receptionist	Regional Training Center	Greet visitors and answer questions. Filing and answering telephones	Good communication skills and office experience.	Mon-Fri: 8am-5pm Flexible, will work with volunteer's schedule	Ongoing
Fleet Management	Maintenance Worker	Fleet Management	Entry Level Position to gain experience and training in the automotive field. Would be helping with oil changes, tire repair, replacing bulbs, and general preventative maintenance work.	At least 18 years or older with a valid driver's license. Transportation and steel toe shoes needed.	Volunteers needed for both 1st and 2nd shifts. 1st shift: 6:30 a.m. - 3:00 p.m. and 2nd shift: 2:30 p.m. - 11:00 p.m. Hours may vary.	Ongoing
Library	Computer Lab Instructor	Main Library Downtown Branch	Teach assorted classes in PC use to the general public, mostly at the beginner level.	Good communication skills, knowledgeable in computer use, and patient. Some computer training background helpful.	Flexible/TBD based on volunteer and class schedule.	Ongoing

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Department	Position Title	Location	Duties	Skills Needed	Hours/Days	Assignment Type
Library	Teen Library Aide	Main Library Downtown Branch	Sort library materials in alphanumeric order based on Dewey decimal system. Assist with shelving and straightening.	Ability to file numerically and alphabetically. Ability to bend and lift.	Mon - Fri Hours and days flexible	Ongoing
Parks and Recreation	Adopt-A-Park Program Parks Cleanup	Assigned Park	Remove and pick up trash and debris in a designated park 4-6 times yearly.	Great project for groups, organizations, & individuals that enjoy working outside and beautifying area parks. Dependable and environmentally concerned.	Flexible schedule, weekdays or weekends - group or individual decides their schedule.	Ongoing - Two year commitment Appropriate for Groups or Individuals
Parks and Recreation	Painter	Assigned Ball field Locations	Paint athletic fences for various ball field sites in the City of Roanoke.	Basic painting skills. No ladders required	Hours and days flexible	One-time Appropriate for Groups or Individuals
Parks and Recreation	Painter	Assigned Greenway	Paint low water bridge rails with safety yellow paint. Great project for groups.	Basic painting skills. No ladders required.	Hours and days flexible	One-time Appropriate for Groups or Individuals

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Department	Position Title	Location	Duties	Skills Needed	Hours/Days	Assignment Type
Parks and Recreation	Painter	Garden City Park	Paint staircases within park. This will aid in reducing graffiti and protect wood finishes.	Basic painting skills. No ladders required.	Hours and days flexible	One-time Appropriate for Groups or Individuals
Parks and Recreation	Stain Painter	Highland Park	Stain various wooden bollards and cross-members in the park.	Basic painting skills. No ladders required.	Hours and days flexible	One-time Appropriate for Groups or Individuals
Parks and Recreation	Center Aide	Mill Mountain Discovery Center	Greeting the public. Explain & educate visitors on the exhibits in the center. Answer phones, & conduct daily count of visitors.	People person. Computer knowledge. Office experience. Good oral and written communication skills	Flexible schedule	Ongoing
Parks and Recreation	Environmental Educator	Mill Mountain Discovery Center	Plan nature programs for all age groups. Organize special events like Earth Day, Arbor Day and others.	Knowledge in one or more areas: Mill Mt., Roanoke, Forestry, Flora, Wildlife & Ecology. Good people skills and ability to work with little supervision.	Flexible schedule	Ongoing

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Department	Position Title	Location	Duties	Skills Needed	Hours/Days	Assignment Type
Parks and Recreation	Indoor Gardener	Mountain View Center	Care for indoor plants – watering, pruning, cleaning & fertilizing. Maintain artificial plants and monitor plant lights for working order.	An organized, self-starter who enjoys working with plants.	Monday, Wednesday, and Friday. Hours flexible.	Ongoing
Parks and Recreation	Athletic Coaches	Varies by sport and recreation club	Coach children 6–18 years of age in a variety of sports. (Football, baseball, basketball, soccer, etc.)	Experience in coaching youth preferred but not necessary. Knowledge of sports needed. Background check required.	Some weeknights and weekends. Schedule may vary depending upon scheduled games and sport.	Ongoing
Parks and Recreation	Painter	Wasena and Skate Park	Paint rails at two of our parks in the City of Roanoke.	Basic painting skills. No ladders required.	Hours and days flexible	One-time Appropriate for Groups or Individuals
Parks and Recreation	Pool Fence Painter	Washington Park and Fallon Park	Paint chipping fences at one of our two pool locations.	Basic painting skills. No ladders required	Hours and days flexible	One-time Appropriate for Groups or Individuals

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Department	Position Title	Location	Duties	Skills Needed	Hours/Days	Assignment Type
Parks & Recreation	Youth Program Assistant	Assigned Recreation Center	Assist youth that have been suspended from school. Volunteers would offer character building exercises as well as help with course assignments and community service projects.	Should be flexible, dependable, and a good role model. Must be 18 years or older and pass a background check.	Monday-Friday 10am - 2 pm January 2008 - June 2008.	Ongoing throughout school year.
Roanoke Civic Center	Garage Host	Roanoke Civic Center	Act as a Civic Center Host for patrons riding shuttles. Advise patrons of prohibited items, answer questions, and keep in touch with parking staff.	Outgoing, high energy, and tolerant of various weather conditions. (\$5 Concession coupons provided and chance to see show.)	Scheduled to start in October. Based on event schedule. TBA.	One-time or ongoing Based on event schedule. TBA.

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Social Services	Child Care Giver	Downtown Library	Provide child care to children ages 13 and younger for parents attending a program workshop. Activities will be available for children.	Must be 18 years or older and enjoy working with children. Background check required.	TBA	Ongoing
Special Projects	Clerical Assistant	Various Departments	Aid various departments with mailings, answering phones, and filing.	Ability to answer phones and greet citizens.	Hours and dates vary dependent upon need.	Short term

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Department	Position Title	Location	Duties	Skills Needed	Hours/Days	Assignment Type
Streets Division	Adopt-A-Street Program Street Cleanup	Assigned Street	Remove and pick up trash and debris on a designated street 4-6 times yearly.	Great project for groups, organizations, & individuals that enjoy working outside and want to keep our streets litter free. Dependable and environmentally concerned.	Flexible schedule, weekdays or weekends - group or individual decides their schedule.	Ongoing - Two year commitment Appropriate for Groups or Individuals



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